



Lunenburg Public Library

Trustees of Lunenburg Public Library, Meeting minutes

September 18, 2014; Sudolnik Conference Room, Lunenburg Public Library

Attending: Jean Raboin, Dick Mailloux, Harry Kubetz, Gare Thompson, Robin Venezia, Susan Visser, Lars Widstrand, Martha Moore, John Henshaw (Finance Committee), Bob Ebersol (B.O.S.)

Absent:

The meeting was called to order at 6:48 p.m. by Jean Raboin.

- Public comment:
 - Welcome John Henshaw as the Finance Committee representative; Bob Ebersol as the Board of Selectmen representative
- Approval of minutes:
 - June 19 Minutes, motion to accept minutes as revised, by Gare, second by Harry, six votes in favor, Dick abstained (not present at June meeting).
- Director's report: as discussed in the report submitted by Martha. Notes and comments below are from ensuing discussions.
 - Budget
 - Currently 20.8% into the FY.
 - Staff
 - Kate McCarron plans to retire at end of March 2015; Karen Kemp on July 3, 2015
Discussion about succession and forward thinking about library functions and positions – what type of librarian do “we” want; what type of services will we provide?
Regarding retirement gifts – would the Friends of LPL contribute?
 - Collections
 - Discussing new forms of e-book, to preserve material to be “Lunenburg only” lending, since CWMars material is used by all affiliated libraries, and can be “out for months” w/o Lunenburg patrons getting access to it.
 - LPL makes quarterly payments to Ingram (this was a question from last meeting); this interval makes paperwork more efficient and payments timely (processed through Town Hall). Ingram is our “biggest book jobber”.
 - Technology
 - LPL is now on Fiber optic connect (Mass Broadband). The fiber is only used for CWMars, it is paid through that program. The rest of all connections are still via Comcast. If any non-CWMars computers (public) were to be attached to the fiber network, it would mean additional cost; no apparent advantage to do so.
 - Programs
 - Summer participation in library programs was disappointing – however, kudos from Jean to put these on.
 - In October, a suicide prevention program is planned to take place.
 - Station in the LPL for health information – to provide help with understanding the ins and outs of the mandatory health care program and its' options.

- Saturday program to promote adoption of shelter pets may be realized.
- Building & Maintenance
 - Carpet replacement is officially on the back burner this year (after meeting with Jim Breault @ DPW), i.e. it will not happen this year.
 - Exterior lights will be refitted with LED lights (grant money to cover cost) – power consumption for one indoor upward facing lights is ~ 5x one of the outdoor parking lights. Significant power savings to be gained if these bulbs are replaced.
 - In July all grout was cleaned in the bathrooms, the bathrooms look clean! Sponsored by Friends.
 - In August the LPL received a quote to paint the quiet study rooms, Friends will sponsor the cost.
- ARIS Report – preliminary sample data discussed
 - Usage: ~98k circulations (all inclusive); 30k adult; 5,6k YA; 29k childrens'
 - Interlibrary loans: 400 more borrowed than lent; items per year: 11543 received 11085 provided.
 - 7473 (~6400 Lunenburg residents) registered LPL users. The town has ~10k residents,
- LPL Budget and Energy Costs:
 - Discussion about the upcoming increase in electricity rates and natural gas rates, as brought forward by John Londa. Translates to roughly 65% increase. John Henshaw mentioned that the increase appears to look inflated. He cautioned that we need more detailed information before we get too excited about it. Hard choices to make – how to fund this drastic increase in energy cost.(~ FY15, annual budgeted amount: \$30k)...
 - It will be added on October agenda for follow up. Martha will check with other libraries how they are impacted by the cost increase.
 - What is the cost of changing inside lights “now” to LEDs before grant monies are available? Cost/benefit analysis needed.
- Children's Safety Policy:
 - Discussion about changing the age of children to be left without supervision, and the consequences for the parents of children who are left at LPL as a form of day care (which is not permitted – the LPL does not provide day care service!).
 - Motion from Dick to revise the age on the Child Safe Policy from currently 8 years old to 10 years old. Gare second. Voted: 5 for, 1 against, 1 abstain.
- Capital Planning:
 - Interior items:
 - Annual message from Jack Rodriquez to produce a capital plan request. Also, refer to indoor carpet item above.
 - Motion to move this agenda item and put it on October's agenda: Gare made the motion, Susan second. voted: all in favor.
- Other:
 - From June 19 minutes – question:
About Evergreen: Evergreen is open source software
Staff evaluations – to be shared? Martha believes in infringes on personal/privileged information, Jean concurs; related: job descriptions have been filed with town.
Reduction in heating cost: the numbers were developed from actual run-rate of the heating system.
 - Future ideas for the library, the submitted “brainstorming documents” to be summarized into “broad headings”. Gare and Lars volunteered to do the summary and distribute to trustees before October meeting.

- Dick: discussed separate email address, small bio + picture for the library website contact page. Further discussion about domain name addresses. Dick will investigate options and report during October meeting
- Next meeting:
 - October 16, at 6:45 p.m. in the Sudolnik room.
- Adjourn
 - Motion to adjourn at 9:01 p.m., motion by Gare, second by Harry. Voted: unanimous yes.

Respectfully submitted,

Lars Widstrand

Secretary, Trustee of Lunenburg Public Library

Referenced documents:

LPLBoT Agenda for September 18, 2014

Lunenburg Public Library, Director's Report of September 18, 2014.